

Open Space: VACATION

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2, 070	4900
DPLU ENVIRONMENTAL			\$3,440 or \$1,410 (see note #5)	4900
DPW ENGINEERING				
DPW INITIAL STUDY REVIEW				
STORMWATER				
DEH	SEPTIC/WELL SEWER			
DPR				
INITIAL DEPOSIT \$3,480 (see note #5) or \$5,510				

VIOLATION FEE: \$1,000

* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- Narrative explaining vacation request **(see note #3)**
- Original AEIS
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [366 Environmental Review Update Application](#)
- [394 Preliminary Floodplain Evaluation Form](#)
- [514 Public Notice Package/Certification](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under **(Step 2)** must be completed, signed and **submitted as Hardcopies**.

- Plot Plans: **Eight (8) hard copies.**
If in Alpine CPG area: **Eight (8) hard copies.**
If in the (USD RIP) River Way Specific Plan area: **Ten (10) hard copies.**

346 Discretionary Permit Application Form: **One (1) hard copy.**

366 Environmental Review Update Application: **One (1) hard copy.**

--- Public Notice package (see DPLU-516 for details)

- a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
- b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: DPLU Zoning Forms.

230	Notice of Proposed Vacation
247	Fish and Game Fees
374	Resource Protection Study
515	Public Notice Procedure
516	Public Notice Applicant's Guide
906	Signature Requirements
Policy I-103	BOS Policy Open Space Easement Vacations
ZC001	Defense and Indemnification Agreement
ZC090Z	Typical Plot Plan

**This application requires an appointment to submit.
To schedule or cancel appointments please call (858) 694-2262.**

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).**
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.** The detailed plot plan must clearly indicate the area to be vacated. Any improvements existing in Open Space area shall be shown.
3. **Narrative explaining vacation request must indicate the following:** what will be the use of the area to be vacated? Is other area proposed for dedication?
4. **NOTE:** Most Open Space Vacations have a previous E.R. Number. Use it and add a letter extension.
5. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.
6. A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.
7. At INTAKE, a copy of the Major Pre-Application letter from DPLU or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant.
(Techs: Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).

8. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
9. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.